Glossary of Terms

Acrobat/PDF Writer

Application used to create and view "pdf' documents; similar to a printer, but instead of printing to a piece of paper, it "prints" to a file that is named and saved.

Automatic E-mail Notification

A CM-ECF feature that permits attorney users to receive notification of the filing of a case or document via e-mail.

BNC (Bankruptcy Noticing Center) and **EBN (Electronic Bankruptcy Noticing)**

The BNC is the entity authorized to provide centralized noticing for all bankruptcy courts. If requested, the BNC can work with parties so that they receive BNC notices either by mail, fax, or e-mail (PDF format) via the electronic bankruptcy noticing (EBN) feature. For more information see:

http://www.ebnuscourts.com/

Browse

A Windows operation of navigating through directories to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers.

Category

In CM-ECF, a category is a classification of similar document types.

Check Box

Check boxes are designed so that you can chose items from a list by clicking on the boxes that are to be selected. Once selected, the box will contain either a check mark or an x.

CM-ECF

Case Management/Electronic Case Filing is the new application that is revolutionizing the way we do business. With CM-ECF, attorneys can open cases and file documents as well as pay fees electronically via the Internet.

Default

A Default is a common suggested value displayed by CM-ECF on a screen. If correct, you may accept it; if incorrect, you can type over it.

Document Type

In CM-ECF, we use the tern Document Type to describe a specific CM-ECF filing or event within a case which behaves uniquely from other document types.

Drop (Up or Down) Box

A form field with specific types of information listed in a text box. The are used throughout CM/ECF when making selections. When you see the selection you want to make, do a left mouse click to highlight it. On Motions when you need to select two parts, hold your control "CTRL" key down when making the second (third, etc.)selection.

EBN (Electronic Bankruptcy Noticing) - see BNC

Hypertext Link

A hypertext link is a web page location imbedded in a html (hypertext markup language) document. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Electronic Filing

An important feature of CM-ECF is a Notice of Electronic Filing. This is an electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court. Review the parties section at the bottom of the notice to see who received electronic notice and who will need notice via regular mail

PACER/WEB PACER

Public **A**ccess to **C**ourt **E**lectronic **R**ecords (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index. Currently most courts are available on the Internet. Electronic access is available for most courts by registering with the PACER Service Center, the judiciary's centralized registration, billing, and technical support center. (http://pacer.psc.uscourts.gov/register.html)

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by the PDF writer. It can be viewed from a Web Site. To be filed in CM-ECF, all documents must be in"pdf" format

Primary Attachment

The pleading document being filed electronically. All CM-ECF filings will have a document in PDF format as a primary attachment.

Radio Button

Radio buttons are designed so that you can chose one item from a list. Select or click to make selection.

Secondary Attachment

An additional supporting document filed electronically with a pleading. All documents filed in CM-ECF will have a PDF file as a primary attachment. Most docket entries will NOT have secondary attachments. An scanned exhibit might be a secondary attachment to a pleading.

URL

URL is short for Universal Resource Locator. URL=s are the naming scheme used to find web pages. A URL is like a street address.